



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
FORESTRY ASSISTANT I
OPEN - NONPROMOTIONAL



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.
BY95-1086 7FS0102

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL FOR	Department of Forestry and Fire Protection
POSITIONS EXIST	Statewide
WHO SHOULD APPLY	Applicants who meet the minimum qualifications. This is an open - nonpromotional examination. Applications will NOT be accepted on a promotional basis.
HOW TO APPLY	Examination Applications STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit, or in person at 1300 U Street, Sacramento, California.
CROSS FILING INFORMATION	If you meet the entrance requirements for this class and/or Forestry Technician or Forestry Assistant II, scheduled on the same day, you may file for one or more examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application.
FINAL FILING DATE	Applications must be postmarked no later than June 28, 2007 . Applications postmarked after the final filing date will not be accepted for any reason.
EXAMINATION DATES	Qualifications Appraisal Interview: It is anticipated that interviews will be held during August/September 2007 .
SALARY RANGE	Range A: \$3287 - \$3995 Range B: \$3599 - \$4373 Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B. Range B. This range shall apply to incumbents in positions approved by the Department of Personnel Administration's and the State Personnel Board's staff as having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates, wards, or resident workers who substantially replace civil service employees for a total of at least 173 allocated hours of inmates', wards', or resident workers' time per pay period. This range may also apply to employees in positions approved by the Department of Personnel Administration's staff as having direct supervisory responsibility over incumbents who meet the conditions stated above. Exception: Employees in classes that are eligible for the Institutional Worker Supervision Pay (IWSP) Differential shall not be eligible for Alternate Range B.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	A departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

(Continued on reverse side)

**Forestry Assistant I
(Cont'd.)**

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by **June 28, 2007**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

Pursuant to Government Code 18935(b), candidates with permanent status at the Forestry Assistant I level or above, may not be eligible to apply for this examination.

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

"Either" I

Two years of experience in California state service performing the duties of a Forestry Technician. (Candidates who are within six months of meeting the experience requirements may take the examination but cannot be appointed until they have obtained the required experience.)

"Or" II

Three years of experience in practical resource management or conservation work. (Qualifying experience includes: reforestation, timber harvest operation, urban forestry, or other related forestry work; environmental protection work; fire control experience in the California Department of Forestry and Fire Protection, of which a minimum of one year must have been performing duties at a level of responsibility equivalent to the class of Fire Fighter II.)

"Or" III

Education: Equivalent to graduation from technical school in forestry or an AA or AS degree in forestry, natural resources, conservation, or a closely related subject. (Applicants who are within six months of graduation will be admitted to the examination but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

NOTE: CANDIDATES QUALIFYING UNDER PATTERN III ABOVE MUST ATTACH A COPY OF THEIR TRANSCRIPTS (OFFICIAL OR UNOFFICIAL) AND A COPY OF THEIR DEGREE TO THE EXAMINATION APPLICATION STD 678.

POSITION DESCRIPTION

A Forestry Assistant I, under general supervision, performs increasingly more difficult and varied technical resource management assignments, including administrative functions. As part of the department's emergency response team during fire season, incumbents will perform fire control or other emergency duties for which they have been trained at a level of responsibility comparable to the classification of Fire Apparatus Engineer and may occasionally do so at other times.

Persons appointed to positions in this class are given the department's Fire Fighter and Company Officer Academies in a timely manner during the probationary period and prior to working in emergency assignments. One of the requirements for permanent status for the class is successful completion of these training courses.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

- A. Knowledge of:
1. General resource management principles and practices and conservation techniques.
 2. Map reading, cruising methods, siliculture, and dendrology.

(Continued on next page)

Forestry Assistant I
(Cont'd.)

QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)
(Cont'd.)

- B. Ability to:
1. Receive and understand instructions and to carry out assignments as directed by supervisor.
 2. Interpret laws, rules, regulations, and policy and apply them effectively.
 3. Collect, evaluate, and maintain data.
 4. Prepare technical reports under direct supervision.
 5. Work effectively, independently, cooperatively or in a group setting with individuals with a variety of backgrounds and capabilities.
 6. Communicate effectively both orally and in writing with co-workers, supervisors, other agencies, and the public.
 7. Effectively and appropriately deal with frustrated, angry, or otherwise emotional individuals in person or via telephone.
 8. Exercise good judgment and take appropriate action in emergency situations.
 9. Understand and employ good safety practices and work safely with others.
 10. Safely operate and maintain a variety of forestry and fire suppression tools and equipment.
 11. Adapt to changing work demands and priorities.
 12. Organize and prioritize workload to meet program objectives.
 13. Perform work with attention to detail in an accurate and thorough manner.

SPECIAL PERSONAL
CHARACTERISTICS

Willingness to live and work in remote areas and on weekends and holidays, and remain on duty 24 hours a day, as required. Willingness to accept increasing responsibility.

SPECIAL PHYSICAL
REQUIREMENTS

Physical strength, dexterity, and agility necessary to perform the duties (e.g., timber cruising, fire line assignments, etc.) of the position under adverse conditions (e.g., weather, terrain, etc.).

VETERANS'
PREFERENCE CREDITS

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.**

CAREER CREDITS

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on the bulletin for information regarding career credits.)

CONFIDENTIALITY AND
SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)